CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
DEBBIE DE LEON, CHAIR
CAROL KOENIG
VICTOR CELENTINO
DIANNE HOLMAN
DEB NOLAN
PENELOPE TSERNOGLOU
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854  Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MAY 21, 2013 AT
6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the May 7, 2013 Minutes
Additions to the Agenda
Limited Public Comment

1. Presentation: LEAP 2012 Annual Report (No Materials)

2. Presentation: Ingham Conservation District (No Materials)

3. Treasurer’s Office
   a. Resolution to Renew Service Contracts for the Purpose of Conducting Personal
      Service Visits
   b. Resolution Authorizing a Temporary Principal Residence Auditor Assistant

4. Department of Transportation & Roads - Resolution to Approve the Special and Routine
   Permits for the Ingham County Department of Transportation and Roads

5. Potter Park Zoo - Resolution Authorizing the New Classification for the Position Titled
   Potter Park Zoo Security Coordinator

6. Economic Development
   a. Resolution Adopting a Residential Antidisplacement and Relocation Plan
   b. Resolution Setting a Public Hearing for an Application to the Michigan Economic
      Development Corporation for a Community Development Block Grant for Public
      Infrastructure Improvements for the Jackson National Life Insurance Company
      Expansion Project

7. Animal Control - Resolution to Authorize a One Year Pilot Project Full-Time Volunteer
   Assistant Position for the Purpose of Ensuring the Sustainability of Department Programs
   and Private Funding Sources at the Animal Control Department
8. **Human Resources**
   a. Resolution Approving a Collective Bargaining Agreement with the UAW Local 2256 – Zoo Unit
   b. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the UAW Local 2256 – Zoo Unit

9. **Management Information Services**
   a. Resolution to Authorize the Purchase and Installation of a Disaster Recovery SAN from Avalon Technologies
   b. Resolution to Authorize the Purchase, Installation, Configuration, and Migration of a New Primary SAN from Avalon Technologies

10. **Board of Commissioners** - Resolution Congratulating David Hornak on his Champion for Health Award

11. **Board Referral** - Letter from Gene F. Turnwald, P.C. Stating his Opposition to the Widening of Cornell Road

Announcements
Public Comment
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854  Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
COUNTY SERVICES COMMITTEE
May 7, 2013
Minutes

Members Present: Debbie De Leon, Carol Koenig, Victor Celentino, Dianne Holman, Deb Nolan, Penelope Tsernoglou, and Randy Maiville

Members Absent: None

Others Present: Becky Bennett, Jared Cypher, Travis Parsons, Michelle Rutkowski, Mike Hughes, Rick Terrill, Barb Byrum, Chuck Gray, Pat Witte, Michael Ashton, Jim Hudgins, and others.

The meeting was called to order by Chairperson De Leon at 6:00 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the April 23, 2013 Minutes
The April 23, 2012 Minutes were approved as submitted.

Additions to the Agenda
7. Late – Resolution Honoring John Cogswell on the Event of His Retirement

Limited Public Comment
Michelle Beloskur, Director of the Ingham Conservation District, described their work, programs, federal funds and donations. She asked the Commissioners for financial support.

(Comm. Koenig arrived at 6:03 pm)

Dave Errickson, Central Michigan Group Sierra Club explained the conservation district monitors rivers, farmland and watersheds. He described the return on investment. He stated he would like the Commissioners to help fund the Conservation District or consider funding in the future.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

2. Facilities
   a. Resolution Authorizing Entering into a Contract with Myers Plumbing & Heating to Provide the Labor and Materials to Install a Vestibule Cabinet Heater at Entrance #3 in the Human Services Building
   b. Resolution Authorizing Entering into a Contract with Laux Construction, LLC to Provide Tuck-Pointing Services for Exterior Repairs at the Human Services Building Maintenance Garage and Ingham County Family Center
3. **Department of Transportation & Roads**
   a. Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads
   b. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Sand and Gravel for the Department of Transportation & Roads
   c. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of 29A Aggregate for the Department of Transportation & Roads
   d. Resolution Authorizing the Purchase of 2013 Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe & Helically Corrugated Steel Pipe for the Department of Transportation & Roads
   e. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Bituminous Surface Mixture for the Department of Transportation & Roads
   f. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Asphalt Emulsions for the Department of Transportation & Roads

4. **Parks**
   a. Resolution Authorizing a Reciprocal Arrangement Between the Parks and Fair

6. **Board of Commissioners** - Resolution Rescinding Resolution #02-212 and Revising Certain Policies Pertaining to Appointed Advisory Boards and Commissions

7. Resolution Honoring John Cogswell on the Event of His Retirement

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

1. **Clerk’s Office** - Resolution to Authorize Entering into an Agreement with ImageSoft to Implement Office Automation and Imaging for the County Clerk's Office

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH IMAGESOFT TO IMPLEMENT OFFICE AUTOMATION AND IMAGING FOR THE COUNTY CLERK’S OFFICE.

Ms. Byrum stated that the current imaging system is not user friendly for the staff and does not have the ability to integrate with other technology in the office. She stated that she contacted Mr. Ashton to see if there was a technologically adaptive system that is also user friendly. She informed the Committee that she and Mr. Ashton were able to visit the Ottawa County Clerk’s office and observe their records system. She described how changing the system will save money and increase office efficiency. Mr. Ashton agreed explaining this is the same vendor used in other County Departments which makes it easier for MIS because they are working with a familiar system.
Comm. Nolan stated she can appreciate the efficiency and ease for the public then expressed concern that the Clerk’s Office is using contingency funds and not money from their budget. Ms. Byrum stated that she did not have the opportunity to set the Clerk’s budget; however, when the files were lost and rescanned some information was still needed and ignoring the reoccurring costs by using the current system seems unwise. Ms. Byrum stated it is her opinion that it is best if the County keeps their own data and has an established relationship with the MIS Department. Mr. Ashton clarified that the $18,000 is a one-time cost and the imaging fund was considered but because of recent activities there were not enough funds available for this project. He stated Ms. Lannoye after consideration and analysis of various funds recommended the Contingency Fund. Mr. Cypher explained that the Clerk’s budget is very small compared to other departments. The Committee discussed licensing, fees and future savings. Comm. Koenig suggested each department establish a technology fund.

Ms. Byrum described the poor quality of the current documents and explained how the new technology will reduce staff time and provide a quality product.

MOTION CARRIED UNANIMOUSLY.

The Committee discussed how election night results will be publicized.

2. Facilities
   c. Resolution Authorizing Entering into a Contract with Laux Construction, LLC for the Removal of the Gymnasium Stage at the Ingham County Family Center

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LAUX CONSTRUCTION, LLC FOR THE REMOVAL OF THE GYMNASIUM STAGE AT THE INGHAM COUNTY FAMILY CENTER.

Mr. Terrill explained the removal of the stage will provide a safer gymnasium and create more space.

The Committee asked for a list of all County projects (not maintenance & repair) over the past three years which includes all contractors and consultants, contract amount and/or annual amount paid. Comm. Koenig stated that the Commissioners understand this is a competitive process and they are asking to observe the data. Chairperson De Leon asked that the information is shared with the Committee.

MOTION CARRIED UNANIMOUSLY.

   d. Resolution Authorizing Entering into a Contract with C2AE for Architectural and Engineering (A&E) Design Services for the Replacement of One Roof at the Sheriff’s Office and the Roof of Pavilion #2 at Potter Park Zoo

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH C2AE FOR ARCHITECTURAL AND ENGINEERING (A&E) DESIGN SERVICES FOR THE REPLACEMENT OF ONE ROOF AT THE SHERIFF’S OFFICE AND THE ROOF OF PAVILION #2 AT POTTER PARK ZOO.
Mr. Terrill described the condition of roofs that need repair and replacement. The Committee discussed various funding sources, capital improvements along with the location of the pavilion at Potter Park Zoo.

The Committee asked to be informed through the memorandum or resolution when a project has been previously approved using capital improvement funds.

MOTION CARRIED UNANIMOUSLY.

4. Parks
   b. Limited Smoking Areas in Ingham County Parks (Informational Purposes Only)

Mr. Witte informed the Committee the Park Board passed a resolution restricting smoking at area parks. Smoking is only allowed in parking lots and designated areas. He noted this is a national trend and Eaton County Parks are smoke free. Chairperson De Leon suggested looking at the designated smoking areas near County buildings. Comm. Holman asked if employees have a smoking area near the maintenance garage. Mr. Witte answered yes.

5. Controller’s Office - Resolution Updating Various Fees for County Services

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES.

Comm. Maiville expressed his concern of the fees and/or target percentage for the following: animal control, well and septic and tethering.

The Committee shared their interest in how the P2 program has worked over the past year. Chairperson De Leon stated she attended a Local Emergency Planning Committee (LEPC) meeting where they briefly reported that most employers are not complaining because they recognize the benefit it brings. She gave the example of an insurance reduction because a plan of action in place. She noted it was estimated that 400 have been completed.

MOTION CARRIED with Comm. Maiville Voting “no”.

Announcements
Comm. Nolan reminded the Committee that the interviews for the Controller position will be held Thursday, May 9, at 12:30 pm in Conference Room (D & E), Human Services Building. She stated the voting committee consists of the Board Chairperson, Vice-Chairperson, and Vice-Chairperson Pro-Tem along with each Liaison Committee Chairperson. She noted that all Commissioners are welcome to attend the interviews. The Committee discussed the hiring timeline and their schedules.

Public Comment
None.

The meeting adjourned at approximately 6:42 p.m.

Respectfully submitted,

Julie Buckmaster
ACTION ITEMS:
The Assistant Deputy Controller is recommending approval of the following resolutions:

3. **Treasurer’s Office**
   a. **Resolution to Renew Service Contracts for the Purpose of Conducting Personal Service Visits**
   This resolution authorizes a one-year extension of a contract with TC Process Serving to conduct personal service visits in compliance with the General Property Tax Act.

   b. **Resolution Authorizing a Temporary Principal Residence Auditor Assistant**
   This resolution authorizes a temporary Principal Residence Exemption Auditor position during FY 2013 to assist in auditing principal residence exemption claims. This position will be funded from Delinquent Tax Fund in the amount of $10,000. The Treasurer expects this position will recoup unpaid property taxes well in excess of the cost of the position.

4. **Department of Transportation & Roads - Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads**
   This resolution approves several special and routine permits for the Ingham County Department of Transportation and Roads. Please see the attachment to the resolution for more details.

5. **Potter Park Zoo - Resolution Authorizing the New Classification for the Position Titled Potter Park Zoo Security Coordinator**
   This resolution creates a new classification titled Potter Park Zoo Security Coordinator along with an accompanying Job Description for the position: It will be compensated at a salary range ($39,301 - $50,477) and will be a Teamsters 580 position.

6. **Economic Development**
   a. **Resolution Adopting a Residential Antidisplacement and Relocation Plan**
   This resolution adopts a residential antidisplacement and relocation plan. This plan accompanies the Community Development Block Grant (CDBG) application for Infrastructure improvements for the Jackson National Life Insurance Company expansion project. Because CDBG is a federal program there are numerous regulations we have to comply with. Part of the expansion project is the construction of a document imaging center on the northeast corner of Okemos and Sandhill Roads. There is a house on the corner that is owned by Jackson National Life Insurance that will be demolished. That house has been a rental property. The tenant had a month to month lease and was notified by Jackson National Life Insurance Company of the termination of the lease. The tenant has vacated the property. Because of the federal funds, we must comply with Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). Please see the attached memorandum for more details.

   b. **Resolution Setting a Public Hearing for an Application to the Michigan Economic Development Corporation for a Community Development Block Grant for Public Infrastructure Improvements for the Jackson National Life Insurance Company Expansion Project**
   This resolution sets a public hearing on June 11, 2013. On April 30, 2013 Jackson National Life Insurance Company, the Michigan Economic Development Corporation and the City of Lansing announced the expansion of the current Jackson National Life Insurance Company facility. This project is contingent upon approval of a number of incentives from the MEDC and the City of Lansing. The project includes $100,000,000 in investment and will create 1,000 new jobs over the next ten years. The office complex will be expanded with a 260,000 square foot building with a connector to the existing building. A Document Imaging Center and warehouse will be constructed on property owned by Jackson National Life on the northeast corner of Okemos and Sandhill Roads. Please see the attached memorandum for more details.
7. **Animal Control - Resolution to Authorize a One Year Pilot Project Full-Time Volunteer Assistant Position for the Purpose of Ensuring the Sustainability of Department Programs and Private Funding Sources at the Animal Control Department**

This resolution authorizes the creation of a full-time shelter Volunteer Assistant position FTE - UAW D salary range ($30,681-$36,525) as a one year pilot project from June 1, 2013 until May 31, 2014 at which time the authorization for the position will sunset. The one year total personnel costs for this position is projected at $51,893 to be funded by a combination of County funds (one third) up to $17,298 and (two thirds) private funding $34,595 for the first 12 months with the intent to thereafter be funded by private funding only. This one time use of $17,298 from the 2013 Ingham County Contingency Fund would be our contribution towards this Pilot Project. The Law & Courts Committee will review this status of this Pilot Project in the second quarter of 2014 to determine its success and potential for continuation prior to the expiration of the pilot project. It will be up to the Ingham County Animal Shelter Fund (ICASF) and the Animal Care Fund or other third parties to demonstrate that they can successfully raise 100% of the total personnel costs at the conclusion of this Pilot project in order for this Pilot Project to be continued.

8. **Human Resources**
   a. **Resolution Approving a Collective Bargaining Agreement with the UAW Local 2256 – Zoo Unit**

This resolution approves the contract between Ingham County and UAW Local 2256 for the period January 1, 2012 through December 31, 2014. Highlights of the agreement are included in the attached memorandum.

   b. **Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the UAW Local 2256 – Zoo Unit**

This resolution authorizes a MERS Hybrid Plan for Newly Hired Employees under the UAW Local 2256 – Zoo Unit. New employees hired on or after April 30, 2013 will receive a MERS Hybrid pension plan: DB - 1.25% multiplier and DC - 1% employee contribution with a 1% employer match. Retirement age is 60.

9. **Management Information Services**
   a. **Resolution to Authorize the Purchase and Installation of a Disaster Recovery SAN from Avalon Technologies**

This resolution authorizes the purchase a new disaster recovery SAN from Avalon Technologies for $229,149. Funds for the purchase will come from available fund balance in the MIS Network Fund. Please see the attached memorandum for more details.

   b. **Resolution to Authorize the Purchase, Installation, Configuration, and Migration of a New Primary SAN from Avalon Technologies**

This resolution authorizes the purchase of a new storage area network from Avalon. Ingham County’s current Storage Area Network (SAN) is 5 years old, is at capacity and is no longer supported after July 2014. With the addition of new departments, MIS no longer has the ability to add additional services or move the county road department computer data to the county’s data center. The new primary SAN from Avalon Technologies will be purchased for $328,360 with $313,460 being paid out of the MIS Networking Hardware fund and $15,900 being paid out of the Networking Consulting fund.

**OTHER ITEMS:**

1. **Presentation: LEAP 2012 Annual Report (No Materials)**

2. **Presentation: Ingham Conservation District (No Materials)**

10. **Board of Commissioners - Resolution Congratulating David Hornak on His Champion for Health Award**
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW SERVICE CONTRACTS FOR THE PURPOSE OF CONDUCTING PERSONAL SERVICE VISITS

WHEREAS, on April 27, 2010, the Board of Commissioners adopted Resolution #10-125, captioned “Resolution to Authorize Service Contracts For The Purpose Of Conducting Personal Service Visits”; and

WHEREAS, pursuant to Resolution #10-125, the County entered into a service agreement with TC Process Serving, LLC dated June 28, 2011 containing a one year term with an annual renewal option at the discretion of the County; and

WHEREAS, the Treasurer has a continuing need for personal service visits provided by this vendor and asks the County to exercise its discretion under the service agreement with TC Process Serving dated June 28, 2011 and extend the agreement for one additional year; and

WHEREAS, funding for the Personal Service Agreement requires no General Fund money and comes exclusively from fees generated by the tax foreclosure process.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a one year extension of the Personal Service Visits Agreement with TC Process Serving, LLC through June 27, 2014.

BE IT FURTHER RESOLVED, the Ingham County Board Chairperson and County Clerk are authorized to sign any contract documents consistent with this resolution after approval as to form by the County Attorney.
To: Finance and County Services Liaison Committees
From: Eric Schertzing
Re: Temporary Principal Residence Auditor.

The County Treasurer proposes a Temporary Principal Residence Exemption Auditor position during FY 2013 to assist in auditing principal residence exemption claims. This position will be funded from Delinquent Tax Fund 521 in the amount of $10,000. Based on our experience, this position will recoup unpaid property taxes well in excess of the cost of the position.

Thank you for your consideration of this Resolution.
Introduces by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A TEMPORARY PRINCIPAL RESIDENCE AUDITOR ASSISTANT

WHEREAS, the Ingham County Treasurer has the authority to audit claims of Principal Residence Exemption [MCL 211.7cc(10) et. seq.]; and

WHEREAS, the Ingham County Treasurer’s Office denied 136 Principal Residence Exemptions for the 2012 Tax Year resulting in recoupment of an additional $789,693 in property taxes; and

WHEREAS, the Ingham County Treasurer is convinced that a temporary employee dedicated to auditing Principal Residence Exemptions will result in the recoupment of sufficient property tax dollars to justify investing in this position; and

WHEREAS, the Ingham County Treasurer proposes to fund this temporary position from the Delinquent Tax Fund 521; and

WHEREAS, the Ingham County Treasurer proposes to employ this position in FY 2013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves funding of a Temporary Principal Residence Exemption Auditor position for FY 2013 in the Treasurer’s Office at an amount not exceed $10,000.

BE IT FURTHER RESOLVED, that funding for this position will come from Delinquent Tax Fund 521.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to make any necessary budget adjustments and position allocation list amendments in the Treasurer’s 2013 budget.
Introduction by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, as of June 1, 2012, the Ingham County Road Commission becomes the Ingham County Department of Transportation and Roads per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated May 9, 2013 as submitted.
<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT /CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-153</td>
<td>CITY OF LANSING</td>
<td>DETOUR</td>
<td>WAVERLY RD BET OLD LANSING RD &amp; MOORES RIVER DR</td>
<td>LANSING</td>
<td>19</td>
</tr>
<tr>
<td>2013-154</td>
<td>ITC TRANSMISSION/METC</td>
<td>BORE / LANE CLOSURE</td>
<td>BASELINE RD BET WEBBER RD &amp; BLACKMORE RD</td>
<td>LESLIE</td>
<td>31</td>
</tr>
<tr>
<td>2013-155</td>
<td>FRONTIER</td>
<td>CABLE / UG</td>
<td>ZIMMER RD BET SHERWOOD RD &amp; HASLETT RD</td>
<td>WILLIAMSTOWN</td>
<td>14, 23</td>
</tr>
<tr>
<td>2013-157</td>
<td>ACD.NET</td>
<td>CABLE / UG</td>
<td>SOVEREIGN DR BET DEVELOPMENT DR &amp; ENGLISH OAK DR</td>
<td>DELHI</td>
<td>2</td>
</tr>
<tr>
<td>2013-159</td>
<td>MDOT</td>
<td>MISCELLANEOUS</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2013-174</td>
<td>CONSUMERS ENERGY</td>
<td>GAS / BORE</td>
<td>LAKE LANSING RD BET ABBOTT RD &amp; TOWAR AVE</td>
<td>MERIDIAN</td>
<td>6</td>
</tr>
</tbody>
</table>
Memorandum

To: Zoo Advisory Board  
County Services Committee  
Finance Committee

From: Sherrie Graham, Zoo Director

RE: Resolution to Authorize a New Classification for the Position Titled Potter Park Zoo Security Coordinator

This is a recommendation to authorize a new classification of the Security Coordinator for Potter Park Zoo. Previously, Security was only on grounds for 16-20 hours a day did minimal duties with no radio connections, no uniforms or duty gear and no responsibilities for the 48 safety compliances outlined in the Association of Zoos and Aquariums' Accreditation Questionnaire. At that point the coordination of the Security personnel was done by the former director.

When I became Interim Director we went to 24 hour coverage. Working through our preparation for our accreditation many additional assignments were delegated to our lead Security officer. I put him in charge of writing safety protocols, managing safety drills, shooting training for our keeper staff, management of the Safety Committee, etc. He also became the staff person to run background checks on employees and volunteers and the acting liaison with our Risk Management Company. With the former “9 month” rule, our acting coordinator as well as our other Safety Officers worked for nine months and then were off for three. Because this was so disruptive to our operations, and compromised our efficiency, the Potter Park Zoological Society employed our Acting Commander during the off months to give the department the stability and consistency required to elevate the professionalism and usefulness of the team.

Now, because of the Affordable Care Act (ACA) part time personnel can work 40 hours for only 24 weeks or no more than 29 hours per week year round. Neither of these mandates were suitable solutions for a Security Coordinator’s position. The volume of work as outlined by AZA and in keeping with other modern zoo best practices, the time needed to coordinate with other zoo departments as well as the much needed interaction with city; county and state law enforcement and emergency management entities requires full time attention.

Human Resources did the analytics for this expanded position and have created a new classification titled Potter Park Zoo Security Coordinator along with an accompanying Job Description for the position: It will be compensated at a salary range ($39,301 - $50,477) and will be a Teamsters 580 position.

*see attached – Creation of a new classification, Job Description

The cost to the zoo for this position will be $60,961 for 2013.

*see attached - 2013 PERSONNEL COST PROJECTION, ZOO SECURITY COORDINATOR, and TEAMSTER 580)

$10,289 is included in the 2013 budget for the Security Coordinator under line item #258-69200-705000-38100 Seasonal Wages. Line item #258-69200-704000-31200 has excess funds due to the removal of the parks allocation for management and accounting services. Transferring $29,012 to the above security wage line item will fully fund the Potter Park Zoo Security Coordinator.

I recommend the new classification of the Potter Park Zoo Security Coordinator to be a Teamster 580 position compensated at $39,301.
## 2013 Personnel Cost Projection

### Zoo Security Coordinator

**Teamster 580**

<table>
<thead>
<tr>
<th></th>
<th>Step 1</th>
<th>Long Term Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$39,301</td>
<td>$50,477</td>
</tr>
<tr>
<td>Longevity</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Wages</strong></td>
<td>$39,301</td>
<td>$50,477</td>
</tr>
<tr>
<td>Unemployment</td>
<td>197</td>
<td>252</td>
</tr>
<tr>
<td>FICA</td>
<td>3,007</td>
<td>3,861</td>
</tr>
<tr>
<td>Health</td>
<td>13,984</td>
<td>13,984</td>
</tr>
<tr>
<td>Dental</td>
<td>805</td>
<td>805</td>
</tr>
<tr>
<td>Vision</td>
<td>119</td>
<td>119</td>
</tr>
<tr>
<td>Retiree Health</td>
<td>688</td>
<td>883</td>
</tr>
<tr>
<td>Life</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Disability</td>
<td>75</td>
<td>96</td>
</tr>
<tr>
<td>Retirement</td>
<td>2,189</td>
<td>2,812</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>476</td>
<td>611</td>
</tr>
<tr>
<td>C.A.R.E.S.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td>$60,961</td>
<td>$74,020</td>
</tr>
</tbody>
</table>
TO: Sherrie Graham, Executive Director, Potter Park Zoological Society,
    Director, Potter Park Zoo

FROM: Beth Bliesener, Human Resources Analyst

DATE: 05/01/2013

RE: Creation of a new classification

HR can confirm the following information:

1. We have created a new classification titled Potter Park Zoo Security Coordinator; it will be compensated at a salary range ($39,301 - $50,477).
2. According to the Employee Labor Contract Article 14, Section 1, in the event a new classification is established the UNION shall be notified. I have sent Zoo Teamsters 580 a notice regarding the new classification and a copy of the job description.

Please use this memo as acknowledgement of Human Resources' participation and analysis. You are now ready to complete the final steps: contact Budgeting, write a memo of explanation and prepare a resolution.

If I can be of further assistance, please email or call me (887-4375).
INGHAM COUNTY
JOB DESCRIPTION

POTTER PARK ZOO SECURITY COORDINATOR

General Summary:
Under the supervision of the Zoo Director, the Potter Park Zoo Security Coordinator is responsible for leading the work of a group of employees engaged in security and public safety activities. He/She will implement security operations, emergency procedures and staff emergency preparedness. The Potter Park Zoo Security Coordinator will maintain a safe environment for Zoo guest, employees, volunteers and others as well as a secure environment for the animals and all other assets of Potter Park Zoo.

Essential Functions:

1. In collaboration with Zoo management, responsible for planning, developing and implementing safety procedures and protocols including, but not limited to, criminal and non-criminal activity, injuries to Zoo personnel and guests, disorderly conduct, general Zoo complaints and investigations, dissatisfied guests, lost persons and property, dangerous and non-dangerous animal escapes, fire, weather related and other emergencies.

2. Ensure all Public Safety daily responsibilities and shift specific responsibilities are completed. Monitor park operations and makes recommendations for improved park safety.

3. Provide leadership in the preparation and management of the budget for the Public Safety cost center within the Zoo’s master operational budget.

4. Oversees operations of the Public Safety Department and its staff, performing activities such as, but not limited to, hiring, discipline, training, scheduling, and officer evaluations.

5. Serves as a liaison with local city, county and state law enforcement agencies and other first responders as needed.

6. Acts as a leader to provide and maintain exemplary service and procedures. Develops and conducts training for Public Safety Officers and other Zoo staff as necessary to ensure standards are met.

7. In conjunction with County and City safety resources schedule, plan and execute diverse emergency drills and safety training activities. Monitor and maintains records. Manage drills and act as an emergency liaison.

8. Monitor and manage all firearms in accordance with established policies and procedures. Plan and oversee all firearms training for appropriate animal staff.

9. Coordinate with city, county and state emergency preparedness organizations to assure consistency in policies and procedures.

10. Review and update Zoo-wide emergency procedures periodically for all departments in the Zoo in compliance with AZA accreditation regulations.

11. Oversee department fleet ensuring all are in safe working order.

12. Maintain and train uniformed officers on proper use of police/911 radios.

13. Possess thorough knowledge of Zoo/County policies and be able to enforce as needed.
**Other Functions:**
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** A minimum of a high school diploma or its equivalent with some college level coursework in Criminal Justice, Security and Risk Analysis, Emergency Management, Public Administration or related field is required.

**Experience:** A minimum of 2 years experience in safety, security, security and emergency preparedness, emergency management or related field and supervisory experience is required.

**Other Requirements:** Must have valid Michigan Driver’s License. May be required to carry and be trained in the use of Firearms and Electromuscular Disruption Device (Taser).

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

**Physical Requirements:**
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to exert up to 25lbs of force and to lift, pull, push or otherwise move objects that may exceed 25lbs.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**Working Conditions:**
- Work is performed indoors and outdoors with regular exposure to extreme temperatures, strong odors and high levels of noise.
- Exposure to tight spaces, slippery floors, moving mechanical parts and cleaning compounds.
- Exposure to potential hazards when handling, caring and moving animals.
- Protective gear is required for certain job duties.
- Evening, weekend and holiday hours are required.
Agenda Item 5

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE NEW CLASSIFICATION FOR THE POSITION TITLED POTTER PARK ZOO SECURITY COORDINATOR

WHEREAS, the duties of the Security Coordinator have expanded as outlined by and in compliance with the Association of Zoos and Aquariums’ Accreditation Questionnaire; and

WHEREAS, Potter Park Zoo has gone to 24 hour coverage, 7 days a week: and

WHEREAS, the “9 month” rule for employment for seasonals is disruptive to operations and compromises efficiency and does not meet the Affordable Care Act criteria for part time personnel; and

WHEREAS, Human Resources analyzed the expanded position and created a comprehensive Job Description; and

WHEREAS, the total annual cost of the new position at entry level, including wages and fringes, will be $60,961; and

WHEREAS, $10,289 is already included in the 2013 budget for the Security Coordinator under line item #258-69200-705000-38100 Seasonal Wages; and

WHEREAS, line item #258-69200-704000-31200 has excess funds due to the removal of the Parks allocation for management and accounting services providing the additional $50,672 to fully fund the new classification and job description of Potter Park Security Officer.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes a new classification for the Position Titled Potter Park Zoo Security Coordinator in the Teamsters Local 580 Contract of ($39,301-$50,477).

BE IT FURTHER RESOLVED, that funds are available within the Potter Park Zoo Budget and the Controller is authorized to make any necessary budget adjustments consistent with this resolution.
Ingham County has been asked to submit a Community Development Block Grant (CDBG) application for Infrastructure improvements for the Jackson National Life Insurance Company expansion project. Because CDBG is a federal program there are numerous regulations we have to comply with.

Part of the expansion project is the construction of a document imaging center on the northeast corner of Okemos and Sandhill Roads. There is a house on the corner that is owned by Jackson National Life Insurance that will be demolished. That house has been a rental property. The tenant had a month to month lease and was notified by Jackson National Life Insurance Company of the termination of the lease. The tenant has vacated the property. Because of the federal funds, we must comply with Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). The tenant, even though she was given notice prior to the determination to use CDBG funds for this project, must be given a series of legal notices and will be due relocation assistance payments. Those payments are the responsibility of Jackson National Life Insurance Company. However, since the County is the applicant, we have to issue the notices and determine the amount of compensation due.

One of the requirements of the URA is to adopt a “Residential Antidisplacement and Relocation Assistance Plan” (RARAP). The purpose of the plan is to minimize the displacement of residents and lower-income housing units during the redevelopment process. The house being demolished is not deemed to be a lower-income rental unit.

A proposed plan is included with the resolution.
WHEREAS, Ingham County is an applicant for a grant from the Community Development Block Grant Infrastructure Program; and

WHEREAS, there is a dwelling unit located within the project area; and

WHEREAS, pursuant to the regulations for the Community Development Block Grant program Ingham County will comply with Uniform Relocation Assistance and Real Property Acquisition Policies Act.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, in order to minimize the displacement of persons in redevelopment areas and the destruction of lower income housing units does hereby adopt the attached Residential Antidisplacement and Relocation Plan.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners does hereby direct Ingham County Economic Development Department to implement and monitor the Residential Antidisplacement and Relocation Plan.
RESIDENTIAL ANTIDISPLACEMENT AND
RELOCATION ASSISTANCE PLAN

This Residential Antidisplacement and Relocation Assistance Plan (RARAP) is prepared by Ingham County Michigan in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG, UDAG and/or HOME-assisted projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, Ingham County will take the following steps to minimize the direct and indirect displacement of persons from their homes.

- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income dwelling units” (as defined in 24 CFR 42.305) or structures that have not been used for residential purposes.
- Target only those properties deemed essential to the need or success of the project.

Relocation Assistance to Displaced Persons

Ingham County will provide relocation assistance for lower-income tenants, who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.375.

Before entering into a contract committing Ingham County to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, Ingham County will make public by publishing a notice in a newspaper of general circulation and submitting to the State CDBG Program the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement of lower-income housing that has been or will be provided;
5. The source of funding and time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit is designated to remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g. a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidation Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, Ingham County will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.
**Replacement not Required Based on Unit Availability**

Under 24 CFR 42.375(d), Ingham County may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

**Contacts**

The Economic Development Office 517-676-7285 is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The Economic Development Office is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.
TO: Ingham County Board of Commissioners County Services Committee
FROM: Sandra L. Gower, Economic Development Coordinator
SUBJECT: Public Hearing for a Community Development Block Grant Infrastructure Improvement Program – Jackson National Life
DATE: May 8, 2013

On April 30, 2013 Jackson National Life Insurance Company, the Michigan Economic Development Corporation and the City of Lansing announced the expansion of the current Jackson National Life Insurance Company facility. This project is contingent upon approval of a number of incentives from the MEDC and the City of Lansing. The project includes $100,000,000 in investment and will create 1,000 new jobs over the next ten years. The office complex will be expanded with a 260,000 square foot building with a connector to the existing building. A Document Imaging Center and warehouse will be constructed on property owned by Jackson National Life on the northeast corner of Okemos and Sandhill Roads.

Ingham County has been asked to apply for a Community Development Block Grant (CDBG) for Infrastructure Improvements in support of the project. This grant will help pay for infrastructure improvements for both the office complex and the Document Imaging Center. The Lansing Board of Water and Light will be doing the construction of the project.

The CDBG application is a two part process. The part one application and environmental review are underway. Upon approval by MEDC of the part one application, the County will then submit the part two application. One of the requirements for the part two application is to hold a public hearing and then adopt a resolution authorizing the submittal of the part two application.

Attached is a resolution to set a public hearing on for June 11, 2013.
Agenda Item 6b

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SETTING A PUBLIC HEARING FOR AN APPLICATION TO THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION FOR A COMMUNITY DEVELOPMENT BLOCK GRANT FOR PUBLIC INFRASTRUCTURE IMPROVEMENTS FOR THE JACKSON NATIONAL LIFE INSURANCE COMPANY EXPANSION PROJECT

WHEREAS, fostering economic well-being is one of the adopted objectives of the Ingham County Board of Commissioners; and

WHEREAS, Ingham County has been invited by the Michigan Economic Development Corporation to apply for a Community Development Block Grant for public infrastructure improvements to advance the expansion of the Jackson National Life Insurance Company in the City of Lansing and Alaiedon Township; and

WHEREAS, Ingham County has prepared an application which is available for public review; and

WHEREAS, pursuant to the application procedures, the Board of Commissioners is required to post and hold a public hearing to hear any interested persons on the proposed application to the State of Michigan for the Community Development Block Grant Public Infrastructure Project to provide water, sewer and electric service to the area of Jackson National Life Insurance Company, 1 Corporate Way, Lansing, MI.

THEREFORE BE IT RESOLVED, a public hearing shall be set for Tuesday, June 11, 2013 at 6:30 PM before the Board of Commissioners in the Board of Commissioners Room, Ingham County Courthouse, Mason, Michigan for the purpose of hearing any interested persons on the proposed application for Community Development Block Grant funds.

BE IT FURTHER RESOLVED, that pursuant to the application procedures, a notice of the public hearing shall be published at least five (5) days before the hearing date.
I am requesting a new position for the purpose of ensuring the sustainability of the ICAC volunteer and donor base we have developed over the past 7 years. ICAC maintains a volunteer program of over 200 trained volunteers that manage over 10 vital ICAC programs that serve thousands of ICAC residents annually. In addition these same volunteers are responsible for the fund raising efforts that have funded a full time animal control officer at ICAC for the last three years. Over $200,000 in private funds and grants in 2012 are due to their efforts and that number grows annually along with their volunteer hours which exceed 4000 hours of volunteer service annually. The Human Resource Department has created the new classification and has notified the UAW. The UAW supports the classification. Please see attached memo from Human Resources. The position of a full time volunteer assistant is proposed to ensure the sustainability of our programs and private funding sources. It would be a pilot position for twelve months. The costs would be split three ways the first year; two thirds of the cost would come from private funding and one third from the general fund ($17,298). I have received a commitment from the Ingham County Animal Shelter Fund (ICASF) of one third the cost and another third from the Animal Care Fund. The balance one third I am requesting from the County general fund for one year only- the first year. Depending on the success of the position in the first year (its ability to contribute to the sustainability and further growth of the volunteer program and Animal Care Fund) ICAC would then continue the position with 100 percent from private funding. If the private funds were not available the position would end. The enormous amount of work associated with these efforts is far beyond what our staff can maintain. If we do not address the needs of our and volunteers and funding sources we risk losing all we have gained over the years in building the programs, volunteer base and donor base. These vital programs cannot thrive or be sustained without further assistance. This position is necessary and vital. The potential for more funding is another important factor as well as improved efficiency. The cost for the position including benefits at STEP I $51,893 up to $58,806 at the highest STEP level. We would be hiring this position at Step I which would require a commitment from the general fund of $17,298.
RESOLUTION TO AUTHORIZE A ONE YEAR PILOT PROJECT FULL-TIME VOLUNTEER ASSISTANT POSITION FOR THE PURPOSE OF ENSURING THE SUSTAINABILITY OF DEPARTMENT PROGRAMS AND PRIVATE FUNDING SOURCES AT THE ANIMAL CONTROL DEPARTMENT

WHEREAS, the Ingham County Animal Control Department (ICAC) is dedicated to providing programs and services to all residents of Ingham County it does require the assistance of volunteers to run multiple programs, raise the funds and assist staff to meet those needs; and

WHEREAS, each year, more than 4000 hours of volunteer service is provided to ICAC by 200 trained volunteers; and

WHEREAS, as a result of volunteer efforts over $200,000 of private funds is raised annually to provide the animals of Ingham County Animal Control urgent veterinary care, supplies, facility improvements, program operations and the funding for a full-time animal control officer; and

WHEREAS, as a result of the increasing demands to sustain these efforts due to managing dozens of volunteers on-site and off-site on a daily basis; along with managing multiple programs staffed by volunteers, ICAC is seeking to hire a full-time volunteer assistant to assist with the volunteer program and activities associated with it; and

WHEREAS, the Ingham County Animal Control Department is seeking only one third the cost of the position from the general fund and the remaining two-thirds will be provided through private funding. Funding for the entire position after the first year will be provided through private funding; and

WHEREAS, Ingham County Animal Control has for the last three years fully funded a full-time animal control officer and those funding efforts are due to volunteer efforts that are vital and necessary to continue to attract and sustain private funding and volunteers; and

WHEREAS, the Ingham County Animal Control Department is seeking a solution to the growing and overwhelming demands on current staff by creating a full-time position that would provide for the sustaining of the department's programs and private funding resources which are vital to the current services being provided; and
WHEREAS, as a result the department would increase its revenues through programs and private funding sources and continue to sustain and grow the volunteer base and the ability to train and deploy volunteers; and to serve a greater number of citizens; and

WHEREAS, the result would be improved services to residents; care of the animals and reduced costs related to the care of ill and injured animals as well as a reduction in the number of homeless animals in our community for years to come due to the successes of the programs volunteers conduct.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves creation of a full-time shelter Volunteer Assistant position FTE - UAW D salary range ($30,681-$36,525) as a one year pilot project effective June 1, 2013 until May 31, 2014 at which time the authorization for the position will sunset.

BE IT FURTHER RESOLVED, that the one year total personnel costs for this position is projected at $51,893 to be funded by a combination of County funds (one third) up to $17,298 and (two thirds) private funding $34,595 for the first 12 months with the intent to thereafter be funded by private funding only.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to $17,298 from the 2013 Ingham County Contingency Fund to the Animal Control Budget for this purpose.

BE IT FURTHER RESOLVED, that the Law & Courts Committee will review this status of this Pilot Project in the second quarter of 2014 to determine its success and potential for continuation prior to the expiration of the pilot project.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary adjustments to the Ingham County Animal Control Departments Budget and Position Allocation list.
May 11, 2013

To: County Services and Finance Committees
From: Travis Parsons
Subject: UAW Local 2256 – Zoo Unit Collective Bargaining Agreement

On Thursday, May 9, 2013, the UAW put before their members for vote a proposed tentative agreement negotiated on April 30, 2013. The UAW members approved the agreement. Highlights of the agreement include the following:

- **Contract Duration:** through December 31, 2014
- **Wages:**
  - No wage increase from the 2011 wage scales for the duration of the contract
- **Steps:**
  - No step progression for 2012.
  - Step progression resumes upon ratification or on the employee anniversary date, whichever is later, to the step the employee would have progressed in 2012.
- **Pension:**
  - 1.2% increase, from 3.62% to 4.82%, in employee pension contribution for current employees
  - New employees hired on or after April 30, 2013 will receive a MERS Hybrid pension plan: DB - 1.25% multiplier and DC - 1% employee contribution with a 1% employer match. Retirement Age - 60
- **Retiree Health:**
  - New Hires on or after April 30, 2013 – sliding scale based on years of service
  - Eligible at retirement age – 60
- **Vacation:**
  - New hires shall earn vacation credits according to the new schedule
- **Sick Leave:**
  - Reduced accrual for New Hires
  - Reduced Sick Leave Cash-Out at Separation (Death or Retirement): New Hires after January 1, 2013
- **Longevity:**
  - New Hires on or after January 1, 2013 are not eligible for longevity.
  - Employees who received longevity in 2011 are frozen at the amount received in 2011 for duration of the agreement, December 31, 2014.
  - Employees eligible for their first longevity payment 2012 will receive payment in December 2013 at the frozen rate for the duration of the contract

Also included in the packet are resolutions establishing the MERS Hybrid pension plan.
WHEREAS, an agreement has been reached between representatives of Ingham County and the UAW Local 2256 for the period January 1, 2012 through December 31, 2014; and

WHEREAS, the agreement has been ratified by the employees within the bargaining agreement; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and UAW Local 2256 for the period January 1, 2012 through December 31, 2014.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
Resolutions

WHEREAS, the County Board of Commissioners has recognized the escalating cost of the current MERS Defined Benefit Plan; and

WHEREAS, the UAW Local 2256 approved a new collective bargaining agreement that includes the establishment of a Hybrid pension plan for new hires.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the attached resolutions establishing the MERS Hybrid Pension Plan for new employees in UAW Local 2256 hired on or after April 30, 2013.

BE IT FURTHER RESOLVED, that the Chair of Board is authorized on behalf of the County to sign and execute all documents to effectuate and finalize this transaction, subject to the approval as to form, by the County Attorney.
WHEREAS, under the Municipal Employees Retirement Act of 1984, section 36(2)(a); MCL 38.1536(2)(a); Plan Document Section 36(2)(a), provides the Retirement Board (effective August 15, 1996):

[s]hall determine and establish all of the provisions of the retirement system affecting benefit eligibility, benefit programs, contribution amounts, and the election of municipalities, judicial circuit courts, judicial district courts, and judicial probate courts to be governed by the provisions of the retirement system ... [and] to establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other post employment benefit programs (as amended by 2004 PA 490).

WHEREAS, pursuant to the Board’s powers, the MERS Plan Document of 1996 was adopted effective October 1, 1996, and the Plan has been amended periodically by the Board.

WHEREAS, the MERS Plan, an agent, multiple employer, public employee pension plan, has been determined by the Internal Revenue Service to be a governmental plan that is tax qualified as a trust under Code section 401(a) and exempt from taxation under section 501(a).

WHEREAS, on March 14, 2006, the Retirement Board has authorized establishment of a Hybrid Plan, with a defined benefit (DB) and defined contribution (DC) component.

WHEREAS, new Section 19B, Benefit Program H, and related plan amendments, create a new Hybrid Program that a participating municipality or court may adopt for MERS members to be administered in whole or in part under the discretion of the Municipal Employees’ Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed third-party administrator for the DC component.

WHEREAS, this Uniform Hybrid Program Resolution has been approved by the Retirement Board under the authority of MCL 38.1536(2)(a); Plan section 36(2)(a) declaring that the Retirement Board “shall determine ... and establish” all provisions of the retirement system. Under this authority, the Retirement Board authorized Section 19B, Benefit Program H, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution as provided under section 19B(2):

• In the event any alteration of any provision of this section 19B, or other sections of the Plan Document related to the provisions of Benefit Program H, is made or occurs, under section 43B of the Plan Document concerning collective bargaining or under any other plan provision or law, adoption of Benefit Program H shall not be recognized, other than in accordance with this section and other sections of the Plan Document related to the provisions of Benefit Program H.

• In the event any alteration of the terms or conditions stated in this Uniform Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have

Form MD-043 (version 2012-06-20)
MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS, documents necessary for adoption and implementation of MERS Benefit Program H.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program H (Hybrid Program) as provided below.

I. NEW EMPLOYEES (Plan Sec 19B(4) – (12))

Effective the first day of ______________________, 2013, (to be known as the ADOPTION DATE), the County of Ingham hereby adopts Benefit Program H for (MERS municipality/court) Zoo Hires After 7/1/07 - Division 94 (specify division numbers) first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.

(A) HYBRID PLAN CONTRIBUTIONS

• The DB Component shall be exclusively funded by the employer, with no member contributions permitted.

• For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the MERS Uniform Hybrid DC Component Adoption Agreement (“Adoption Agreement,” Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.

(B) COMPENSATION AND EARNINGS

• For the DB Component, earnings shall include items of “Compensation” under Section 2A(6) of the MERS Plan Document, with the exception of the last sentence, which shall not apply.

• For the DC Component, earnings shall include items of “Compensation” under Section 2A(6) of the MERS Plan Document as provided for Benefit Program DC, which equals the Medicare taxable wages as reported by the employer on the member’s federal form W-2, wage and tax statement.
(C) HYBRID PLAN VESTING

• For the DB Component, 6 year vesting is mandatory (Plan Sec 19B(5)(b)).

• For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the Adoption Agreement (Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.

• As provided in Section 19B(3):

Where a member has previously acquired in the employ of any participating municipality or participating court:

(a) not less than 1 year of defined benefit service in force (including Hybrid Program) with any participating municipality or participating court;

(b) eligible credited service where the participating municipality or participating court has adopted the Reciprocal Retirement Act, 1961 PA 88;

(c) at least 12 months in which employer contributions by a participating municipality or participating court have been made on behalf of the member under Benefit Program DC; such service shall be applied toward satisfying the vesting schedule for the DB Component, and for the DC Component, for employer contributions.

(D) BENEFITS UNDER HYBRID PLAN

• For the DB component:

(1) The Benefit Multiplier (Plan Section 19B(4)) initially selected shall be irrevocable, shall not later be changed.

The multiplier shall be one of the following dependent upon the division’s social security coverage status:

<table>
<thead>
<tr>
<th>Social Security Coverage</th>
<th>No Social Security Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1.00%</td>
<td>□ 1.00%</td>
</tr>
<tr>
<td>□ 1.25%</td>
<td>□ 1.25%</td>
</tr>
<tr>
<td>□ 1.50%</td>
<td>□ 1.50%</td>
</tr>
<tr>
<td>□ 1.75%</td>
<td>□ 1.75%</td>
</tr>
<tr>
<td>□ 2.00%</td>
<td>□ 2.00%</td>
</tr>
</tbody>
</table>

(2) Final Average Compensation (FAC) shall be FAC-3 (Plan Section 19B(6)).

(3) The Benefit shall be payable at age 60 (Plan Section 19B(5)(b)). The participating municipality or court may also allow retirement if the member or vested former member has attained age 55 years or older and has 25 or more years of credited service. Adoption of F55/25 shall be an irrevocable action and may not be subsequently changed.

☐ Check here to adopt F55/25
(4) Credited Service shall be comprised solely of the sum of (a) the total of the member's credited service (if any) under the previous DB program on the effective date of coverage under the Hybrid Plan (Plan Section 19B(16)(b)(i); see II (E)(b)(ii) below); plus (b) credited service earned by the member after the effective date of coverage under the Hybrid Plan (Plan Section 19B(17)(b)).

- For the DC Component (Plan Section 19B(12)):
  Upon termination of membership, a vested former member or a beneficiary, as applicable, shall elect one or a combination of several of the following methods of distribution of the vested former member's or beneficiary's accumulated balance, to the extent allowed by federal law and subject to Plan Section 19B(11)(b) and procedures established by the Retirement Board:
  (1) Lump sum distribution to the vested former member or beneficiary.
  (2) Lump sum direct rollover to another eligible retirement plan, to the extent allowed by federal law.
  (3) Annuity for the life of the vested former member or beneficiary, or optional forms of annuity as determined by the Retirement Board.
  (4) No distribution, in which case the accumulated balance shall remain in the retirement system, to the extent allowed by federal law.

STOP If covering new employees only, skip II and III and go to IV on page 8. STOP
II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED (FOR TRANSFERS FROM MERS DEFINED CONTRIBUTION PROGRAM, SEE SECTION III) 
(Plan Sec 19B(13)-(16))

THIS OPTIONAL SECTION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MEMBER BENEFIT PROGRAM CLASSIFICATION(S) (DIVISION(S)) SPECIFIED IN THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13):

all current MERS defined benefit members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of ________, 20____, (insert month and year) which shall be known as the “CONVERSION DATE.”

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.
(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(16), the Retirement Board shall transfer the following amounts from the reserve for employee contributions and the reserve for employer contributions and benefit payments to the reserve for defined contribution plan:

   (a) The member's accumulated contributions, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred from the reserve for employee contributions to the member's credit in the reserve for Benefit Program H Defined Contribution component.

   (b) The funded excess present value shall be computed as the excess, if any, of the actuarial present value of the accrued benefit associated with the member's coverage under the previous benefit program, over the actuarial present value of the accrued benefit associated with the member's coverage under the defined benefit component of Benefit Program H, after such excess is multiplied by the funded level percentage selected by the governing body in subparagraph (F)(2) below (which shall not be less than 80% nor exceed 100% funded level percentage in any case). The excess, if any, of the funded excess present value over the amount specified in sub-paragraph (a) shall be transferred from the reserve for employer contributions and benefit payments to the member's credit in the reserve for Benefit Program H Defined Contribution component. For purposes of this sub-paragraph:

      (i) The actuarial present values shall be computed as of 12:01 a.m. on the day the member becomes covered by Benefit Program H and shall be based on the actuarial assumptions adopted by the Retirement Board.

      (ii) On the effective date of the change of the benefit program the member's credited service under Benefit Program H shall be equal to the member's credited service under the previous benefit program.

      (iii) In determining final average compensation there shall not be included any accrued annual leave.

      (iv) The earliest retirement date (for an unreduced benefit) assumption under the defined benefit program in effect on the effective date of the change of the benefit program shall be utilized. Likewise the earliest retirement date assumption under Benefit Program H shall be utilized.

      (v) For purposes of the actuarial present value calculation, any future benefit otherwise payable under Benefit Program E or E-1 shall be disregarded.

The transfer shall be made approximately 30 calendar days after the Conversion Date, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contributions in the defined benefit program, measured from the Conversion Date to the actual transfer date.
(F) Per Plan Section 19B(16)(b), the Retirement Board has established the assumptions for calculation of the actuarial present value of a member’s accrued benefit that may be transferred. The assumptions are:

1. The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).

2. The funded level for the member’s specific MERS division (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS actuary. In the APV calculation, the funded level used shall be (select one of the following):
   - Table 12 Termination Liability funded level for the division (not less than 80% nor to exceed 100% funded level).
   - If greater than the division’s funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on % funded basis (insert number greater than the division’s Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. TRANSFER OF CURRENT MERS DEFINED CONTRIBUTION PROGRAM MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED Plan Sec 19B(13) – (15), (17)

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13) all current MERS defined contribution members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee’s written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body’s authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.
Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of ________________, 20____, (insert month and year), which shall be known as the "CONVERSION DATE."

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(17), the following shall apply:

(a) The member's accumulated balance in the reserve for defined contribution plan under Benefit Program DC, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred to the member's credit in the reserve for defined contribution plan under Benefit Program H Defined Contribution component.

(b) For purposes of calculating benefit amounts under the defined benefit component of Benefit Program H, only credited service earned after 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be recognized.

IV. THIRD PARTY ADMINISTRATION

The Municipal Employees' Retirement Board retains full and unrestricted authority over the administration of MERS Benefit Program H, including but not limited to the appointment and termination of the third-party administrator, or MERS self-administration of the defined contribution program in whole or in part.
V. EFFECTIVENESS OF THIS RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19B, this Resolution, and other applicable requirements have been met. All dates for implementation of Benefit Program H under Section 19B shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer’s Hybrid Program Plan Coordinator identified in Section IV (D) above.

In the event an amendatory Resolution or other action by this Governing Body is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the third-party administrator if necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on ______________________, 20______

(Signature of authorized official)

Please send MERS fully executed copy of:
• MERS 2010 Restated Uniform Hybrid Program (Benefit Program H) Resolution (this form, MD-043)
• MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement (form MD-044)
• Certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees’ Retirement System of Michigan
Dated: ______________________, 20______

(Authorized MERS signatory)
The Employer, a participating municipality or participating court ("court") within the State of Michigan that
has adopted MERS coverage, hereby establishes the following MERS Benefit Program: Hybrid under MERS
Plan Document ("MERS Hybrid DC") as authorized by Section 19B of the Municipal Employees' Retirement
System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan
mean the MERS Hybrid DC Plan, unless otherwise specified.

This Adoption Agreement, together with Section 19B of the MERS Plan Document and the MERS Restated
Uniform Hybrid Resolution ("Resolution"), constitute the entire MERS Benefit Program Hybrid Plan Document.

I. EMPLOYER: County of Ingham

II. EFFECTIVE DATE

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this
Division, the Effective Date of the Benefit Program here adopted shall be the first day of:
   May 2013
   Month and Year

2. If this is an amendment and restatement of an existing adoption agreement relating to the
MERS Hybrid DC Plan for this Division, the effective date of this amendment and restatement
shall be the first day of: ______________. This adoption agreement is
   Month and Year

   intended to replace and serve as an amendment and restatement of the Employer's preexisting
   plan, which was originally effective on the first day of: ______________.
   Month and Year

III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be
eligible to participate in the MERS Hybrid DC Plan. A copy of ALL employee enrollment forms must be
submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

   Zoo Hires After 7/1/07 - Division 94

Specify employee classification and division numbers
IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant 1_____% of Earnings or $____________ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).

2. Each Participant is required to contribute 1_____% of Earnings for the calendar year as a condition of participation in the Plan. (Write “0” if no contribution is required.) *If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement.

If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

The Employer hereby elects to “pick up” the Mandatory/Required Employee contribution. The “pick-up” provision allows the employer to direct mandatory employee contributions to be pre-tax.

☐ Yes  ☐ No

[Note to Employer: Picked up contributions are excludable from the Employee’s gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.

4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

☐ Weekly  ☐ Bi-weekly  ☐ Monthly

V. EARNINGS

Earnings shall be defined as “compensation” under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee’s W-2 statement.
VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

☐ Immediate vesting upon participation

☒ Cliff vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year: 1 2 3 4 5

☐ Graded vesting percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

% after 1 year of service.
% after 2 years of service.
% (not less than 25%) after 3 years of service.
% (not less than 50%) after 4 years of service.
% (not less than 75%) after 5 years of service.
100% (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. "Normal Retirement Age" shall be presumed to be age 60 (unless a different normal retirement age is here specified:______).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

VII. Loans (not more than two) are permitted under the Program. MERS recommendation is "No," not to allow loans: loans permit your employees to borrow against their retirement account.

☐ Yes ☐ No

VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a) (including "401(k)") or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.
IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19B and the MERS Hybrid Plan, the provisions of Section 19B shall control.

X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.

XI. The Employer hereby agrees to the provisions of the Plan.

XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the DC component of the Hybrid Plan.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this ______ day of ________________, 20__.

Employer: County of Ingham

Authorized Signature: ________________________________

Title: ________________________________

Witness: ________________________________
Ingham County Management Information Services
Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: May 11th, 2013
Re: Ingham County Disaster Recovery Storage Area Network (DR SAN)

Dear Commissioners,

Since taking the position of Ingham County’s Chief Information Officer, I have been reviewing the current county infrastructure and design. While the county has a decent network design my largest concern is disaster recovery.

There are inherent disadvantages with having all of our primary systems in one location. Macomb County is currently going through this issue due to the fire that took down their IT infrastructure. With backups, restoring data takes a long time if we don’t have the hardware necessary to restore the data to. Currently we can only restore to the point of the last offsite backup, and hope the tape, catalog, or offsite backup works correctly. There is also a chance of the backup job failing in the previous night’s backup. With a Disaster Recovery (DR) Compellent SAN with Live Volume we can achieve the following:

- The county’s critical data and applications will be synced in real-time between the two locations even during the changes of a regular work day.
- The county can tolerate the loss of an entire datacenter without affecting our data availability.
- Both the Primary and DR SAN data will live across both storage units.
- During planned outages we can move systems virtually to the remote location without an outage or a shutdown.
  - Once the virtual move completes, the remote system will utilize the remote SAN.
- MIS can invoke disaster recovery testing by utilizing the built in test scenarios in our Enterprise Manager for servers we own.
- VMware servers and critical application can connect to both storage units at the same time and leverage the remote system in case of issues with the primary SAN.
- By having standby machines and storage at a remote site, the county’s critical applications and systems can continue to operate through planned and unplanned outages without data loss.
- Live Volume gives us the ability to fail back once the issue at the primary location is corrected.

As the Chief Information Officer, I recommend the county purchase a DR SAN. The numerous applications the county now has and relies on require they be functional at all times. This DR SAN would also allow the county to continue operations of the 911 center even if the 911 center suffered a disaster. The DR SAN along with the new Enterprise Backup solution would ensure that the chance of another data disaster that occurred with the Clerk’s data would be virtually eliminated.
The current backup solution provides a data backup each night after hours. If a disaster occurs during the working hours or prior to the next backup any data prior to the night before backup is lost. With the DR SAN all data would be backed up as changes are made. The DR SAN would allow for restoration of data at the time of a failure or loss. The proposed remote location for the DR SAN is the consolidated 911 center data room.

The MIS department and Purchasing sought proposals for a DR solution under RFP 28-13. MIS does not have money reserved in this FY budget, but did not spend funds of $350,129 last year. MIS is requesting to purchase a DR SAN from Avalon Technologies. Avalon’s bid proposal for a DR SAN is $218,030. MIS would also need to purchase $11,119 of additional networking equipment. Total cost to implement a Disaster Recovery SAN would be $229,149.

The DELL-Compellent DR SAN product was selected based on their state-of-the-art technology, integration capabilities of the county’s current network servers and services, reputation, company viability, and supportability. In addition Genesee and Macomb counties have recently used Avalon. The Ingham County Chief Information Officer and MIS technical staff along with purchasing carefully considered all proposals and recommend entering into an agreement with Avalon for RFP Packet #38-13 Storage Area Network. This recommendation has been forwarded to the Director of Purchasing.

Thank you!!
Agenda Item 9a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE AND INSTALLATION OF A DISASTER RECOVERY SAN FROM AVALON TECHNOLOGIES

WHEREAS, Management Information Systems recommends implementing a true Disaster Recover system; and

WHEREAS, Management Information System along with Purchasing sought proposals for a disaster recovery SAN; and

WHEREAS, the Chief Information Office along with MIS technical staff recommend the implantation of a disaster recovery SAN; and

WHEREAS, the total cost for Hardware, Software, and integration services for the disaster recovery SAN totals $229,149; and

WHEREAS, Avalon Technologies is the vendor of choice for purchasing and installation of the county’s disaster recovery SAN.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase a new disaster recovery SAN from Avalon Technologies for $229,149.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the MIS department to spend the additional funds of $229,149 of funds not spent in Fiscal Year 2012 from the MIS Network Hardware budget.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
Ingham County’s current Storage Area Network (SAN) is 5 years old, is at capacity and is no longer supported after July 2014. With the addition of the consolidated 911 center and Department of Roads, MIS no longer has the ability to add additional services or move the county road department computer data to the county’s data center. SAN should be replaced immediately. Since MIS can no longer add services and continuously request users to remove data, the Primary SAN should be replaced as soon as possible.

MIS and Purchasing sought proposals for a new SAN under RFP 28-13. MIS had reserved $300,000 for a replacement SAN in the MIS Networking Hardware budget. MIS reviewed 12 proposals over the last month and interviewed 5 vendors. MIS has recommended the replacement SAN bid be awarded to Avalon Technologies. Avalon’s bid proposal is to replace the current SAN with a Dell-Compellent Enterprise Storage solution. Cost for the SAN hardware and software replacement is $292,882. Plus an additional $15,900 for services for planning and installation services to integrate the new SAN with the county’s IT network, and migrate all existing data from the various storage units the new SAN. The $15,900 would be paid out of the MIS Networking Consulting budget fund. The county will utilize newer technology for connecting the SAN to the county’s 100+ servers and request to also purchase additional networking hardware for the amount of $20,578. These expenditures would be paid out of the MIS Networking Hardware fund which has $20,000 reserved with networking switches. The solution is expandable for future storage needs and will double the current SAN’s capacity.

The DELL-Compellent product was selected based on their state-of-the-art technology, integration capabilities of the county’s current network servers and services, reputation, viability, and supportability. In addition Genesee and Macomb counties have recently used Avalon for their SAN purchases as well as the Detroit Red Wings and Tigers. The Ingham County Chief Information Officer and MIS technical staff along with purchasing carefully considered all proposals and recommend entering into an agreement with Avalon Technologies for RFP Packet #38-13 Storage Area Network. This recommendation has been forwarded to the Director of Purchasing.

Thank you!!
Agenda Item 9b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE, INSTALLATION, CONFIGURATION, AND MIGRATION OF A NEW PRIMARY SAN FROM AVALON TECHNOLOGIES

WHEREAS, Management Information Systems recommends replacing the county’s current 5+ year old EMC SAN; and

WHEREAS, Management Information System along with Purchasing sought proposals to replace the county’s current SAN; and

WHEREAS, the Chief Information Office along with MIS technical staff recommend replacing the current SAN; and

WHEREAS, the total cost for Hardware, Software, and integration services for the replacement of the county’s Primary SAN totals $329,360; and

WHEREAS, Avalon Technologies is the vendor of choice for purchasing and installation of the county’s primary SAN.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase a new primary SAN from Avalon Technologies for $328,360 with $313,460 being paid out of the MIS Networking Hardware fund and $15,900 being paid out of the Networking Consulting fund.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 10

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CONGRATULATING DAVID HORNAK ON HIS CHAMPION FOR HEALTH AWARD

WHEREAS, David Hornak is principal of Horizon Elementary School in Holt and a 19-year employee of Holt Public Schools. In 2009, Mr. Hornak led a self-assessment of student health at Horizon. The results indicated that Horizon students would benefit from exercising more and eating fewer sugary snacks. Since that time, Mr. Hornak has taken several steps to help improve the health of students and staff, including the following:

• Encouraging students to bring in healthy snacks in place of sweets for school celebrations;
• Revamping the school’s mileage club into the Holt Fitness Club, which rewards children for walking or running during school hours and outside of school hours, including on some Saturday mornings;
• Introducing “Tone Up Tuesdays,” when teachers wear exercise apparel to school and make time during the school day to exercise with their students;
• Implementing the popular “Walking School Bus,” which encourages students to walk to and from school together in groups along safe routes; and
• Facilitating other opportunities to exercise and have fun, like Horizon’s 5K Walk, Run, and Roll; an annual Walk-a-thon; an annual ski trip; and a girls-only fitness group aimed at improving self-esteem; and

WHEREAS, these initiatives have improved the health as well as the academic performance of Horizon students. Data shows that Mr. Hornak’s health initiatives have resulted in students who perform better on the MEAP and who are more engaged in the classroom; and

WHEREAS, Mr. Hornak also models a positive attitude toward exercise. He is a jogger who has completed two marathons. A college soccer player, he has coached high school soccer for both girls and boys; and

WHEREAS, Mr. Hornak’s work was recently recognized by Governor Rick Snyder, who presented Mr. Hornak with a Governor’s Council Champion for Health Award. This award honors an individual who has worked to promote a healthy lifestyle at the grassroots level.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Mr. Hornak on his Champion for Health Award.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commends Mr. Hornak for his innovation and enthusiastic dedication to the education, health, and well-being of Horizon Elementary students. He has inspired healthy behavior that will last a lifetime.
May 07, 2013

Ingham County Board of Commissioners
Ingham County Courthouse
P.O. Box 319
Mason, MI 48854

RE: Cornel Road Improvement

Dear Sir/Madam:

This letter is to advise that I am opposed to the widening of Cornel Road and the cutting down of so many trees. I drive this road daily and am a property owner on this road. One of the many benefits of this road is how the trees form a canopy effect over the top of the road. Eliminating the trees would take away the one place in the county that has such a nice natural tree canopy.

While the road does need resurfacing, building a sidewalk instead of widening the road, would be more beneficial. This will allow the people to enjoy the road and lead to a much safer environment for both pedestrians and cars of this community.

If you have any other questions or concerns please feel free to contact me at (517) 347-6700

Very Truly Yours,

[Signature]

Gene F. Turnwald
Attorney at Law

GFT/cd